

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Budget Analyst	
		Division and/or Subdivision Northern Region	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Various	
		Class Title of Position Associate Governmental Program Analyst	
		Position Number 541-VAR-5393-701	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the direction of the Assistant Chief – Administrative Officer, the Management Services Program Analyst, performs the following duties and responsibilities in accordance with applicable statutes, regulations, policies, and procedures with a very high level of accuracy: *Performs a wide variety of analytical accounting duties, maintains complex statistical and financial records, and other various administrative duties. *Responsible to prioritize and track all Unit expenditures. Manage, maintain, and reconcile Unit budget and operating expenses. *Independently process and maintain records for mid-year and year-end. *Analyzes data and forecast revenues, reimbursements, and expenditures through the end of the fiscal year by comparing historical trends to the current needs of the Unit. *Prepares miscellaneous budget reports, quarterly reports, and year-end financial statements by reconciling accounting records in Financial Information System for California (FI\$CAL). *Provides accurate and timely budget information to be utilized by the Administrative Chief and Unit Chief. Compiles and analyzes personnel and operating expenditure data into reports submitted to management staff. Prepares fiscal reports as requested by management staff for recommendations on the allocation of the budget for the unit.		
35%	*Ensures that accounting for all revenues and expenditures are accurate, all transactions have been assigned to the appropriate funds, and unit/program managers are aware of their spending levels and remaining fund balances, research and provide recommendations to the Unit managers or ways to stay within Unit budget. *Reconcile FI\$CAL transactions, prepare Journal Vouchers (JV's) and consult with Unit managers on specific issues or problems. *Create and maintain reports for use by Administrative Chief. *Analyze spending activities; research cost savings opportunities, and make recommendations on reducing costs and improving efficiency. *Facilitate implementation of cost saving initiatives.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only	<input checked="" type="checkbox"/> Posted to Directory	Initials and date	

Working Title of Position
Budget Analyst

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%

*Serves as the Unit P-Card Processing/Billing/Dispute Coordinator by resolving payment and dispute issues at the Unit level by researching, analyzing, and using independent judgement to interpret and apply regulations. *Administer and issue P-Cards to Unit personnel. *Perform as program evaluator between card holder, approving officials, and the Department Accounting Office (DAO). Interpret and inform card holders and approving officials of changes in policies and procedures. *Evaluates P-Card process and makes recommendations for improvement.

5%

Assists unit Finance Staff Services Analyst with the following: Completing and processing financial documents and entering them into FI\$CAL. Process and reconcile monthly procurement documents relating to P-Card expenditures. Order and monitor the receipt of goods.

Manage records filing systems related to Unit accounting activities.

5%

Other classification related duties as required.

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Job qualifications and/or conditions of employment: May be required to work night, weekends, or holidays in support of emergency incidents.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date

☒ Posted to Directory

Supervisor Signature

Date

Initials and Date